



### FREQUENTLY ASKED QUESTIONS

#### Probation Parole Officer

#### Probation Parole Associate

**Q1. How long does it take to have my application screened?**

*The Probation Parole Officer/Associate posts the first day of the month through the 7<sup>th</sup> and Community Corrections staff continuously screens applications as they come in. Please note:*

- *Applications are screened daily in the order in which they are received,*
- *The length of time varies depending on the number of applications received.*

**Q2. How do I check the status of my application?**

*You can check application status by logging into your NeoGov account and clicking “application status”.*

**Q3. What does “Under Review” mean?**

*“Under Review” means that your application has been received and is in the screening process.*

**Q4. What does “Does Not Meet Minimum” mean?**

*“Does Not Meet Minimum” means that:*

- *The information submitted on your application indicates you do not have the education and/or experience required to meet the minimum criteria,*
- *You checked “yes” to having a DUI or a felony,*
- *You have more than 6 points on your North Carolina driver’s license, or,*
- *You are not a US or naturalized citizen.*

**Q5. What does “Most Qualified” mean? What does “Eligible” mean?**

*“Most Qualified” and “Eligible” means that you possess the education and/or experience required for the job. You may be sent an email that requests you complete some pre assessments (see question 12 below) or you may be called for an interview. There is nothing further you need to do.*

**Q6. Can I edit my application once it's submitted?**

*Applications are accepted for the Probation/Parole Officer and Probation/Parole Associate once in a six-month period. To update your contact information, you can log into the system. If you would like to add or delete your county selection, please send an email to [ProbationParoleApplicant@ncdps.gov](mailto:ProbationParoleApplicant@ncdps.gov). No other changes are permitted to a submitted application. If you have made an error, you can create a new account and submit a revised application.*

**Q7. How do I attach documents to my application such as transcripts or DD 214 Form?**

*To receive veteran’s preference you must attach your DD 214 to your application.*

*To add an attachment:*

- *Make sure the document you are trying to attach is closed,*
- *Most standard file extensions and many picture viewer extensions are accepted (e.g. pdf, doc, docx, WP, wpd, txt, bmp, gif, jpeg, jpg, tif)*

- *Attachments larger than 5 megabytes will not attach. If your file is larger than 5 megabytes, you will need to reduce the file size. (You may be able to scan it into smaller sections, each of which is less than 5 megabytes)*

**Q8. When does my application expire?**

*Applications are valid for six months from the date you applied, after which time, you will need to reapply.*

**Q9. What qualifies as related work experience?**

*The following are examples of jobs that qualify as related work experience. All experience must be clearly listed on your application.*

- *State or Federal Probation/Parole Officer*
- *Judicial Services Coordinator (must have at least two years experience)*
- *Juvenile Court Counselor*
- *Powers of arrest in either law enforcement or with the military*
- *Social work experience or drug treatment court counselor, counseling clients/offenders*
- *Court experience (e.g. police officer, TASC, drug court)*
- *Case management with clients/offenders*
- *Developing person-centered plans for clients/offenders*
- *North Carolina DPS Correctional Officer, Sergeant, Lieutenant, Captain (must have at least two years experience)*
- *DPS Correctional Case Manager, Programs, Unit Manager*
- *Masters degree in Criminal Justice, Psychology, Social Work or other related Human Services major from an accredited college or university*

*Examples of jobs we do not count as related work experience include security or detention officer, food stamps case worker, intake specialist case worker, habilitation specialist.*

**Q10. What coursework qualifies for the Probation/Parole Officer?**

*Some Human Services degrees require you to attach your transcripts. Examples are:*

- *Divinity*
- *Education*
- *Health Education*
- *Religion*
- *Political Science*
- *Social Science*
- *Sociology*
- *Special Education*
- *Therapeutic Education*

*You must have at least twenty-four (24) semester hours in criminal justice, psychology or social work.*

**Q11. Do my transcripts need to be “official”?**

*During the application process we do not need official or certified transcripts. Transcripts are sometimes needed during screening to verify related course work.*

**Q12. Why do I qualify for a Probation/Parole Officer but I don't qualify for Probation/Parole Associate?**

*The Probation/Parole Officer requires a bachelor's degree and at least one year of experience as stated above. Unrelated degrees are accepted with sufficient (36 months) related experience.*

*The Probation/Parole Associate requires a specific degree (Criminal Justice, Psychology or Social Work) and experience is not considered. Persons with unrelated degrees are ruled "not qualified" for the Probation/Parole Associate.*

**Q13. What tests will I have to take as part of the application process?**

*Some applicants will be required to log on to a web site to access three pre-screening assessments.*

*These applicants will be notified via email if they are required to take the assessments and log-in instructions. Applicants should allow at least 2 – 3 hours to complete the assessments. The assessments are*

- 1. "BRAINS"*
- 2. NC DOJ F-3 Personal History Questionnaire*
- 3. CPI Evaluation*

All decisions are made without regard to race, religion, color, creed, national origin, sex, age, disability or political affiliation/influence and are based upon job-related criteria in order to comply with all federal and state employment laws, regulation, rules and policies and to promote fairness, diversity and integrity.